

**ANNOUNCEMENT OF TECHNICAL SERVICE JOB VACANCIES**

These **JOB VACANCY ANNOUNCEMENTS** are made in accordance with Article XII of the Union-University agreement, effective July 1, 2006. Current shift and building location is included. In the absence of any applicants who meet the stated minimum requirements for an announced job in Grades 5 through 1, extended learning periods may be provided for individuals who do not meet the minimum requirements. If you are interested in being considered for these positions, call The Employment and Compensation Division, 863-0304. **DO NOT GO DIRECTLY TO THE WORK UNIT OR TO THE EMPLOYMENT AND COMPENSATION DIVISION.**

Bids for these positions will be accepted from 8:00 a.m., **THURSDAY, JULY 22, 2010** until 5:00 p.m., **WEDNESDAY, JULY 28, 2010.**

**THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY**

<b>JOB TITLE - JOB NUMBER</b>	<b>GRADE</b>	<b>WORK UNIT</b>
Area Facilities Maintenance Mechanic (T-32633)	4	Office of Physical Plant

**BRIEF STATEMENT ABOUT THE JOB:**\* Service, maintain, make minor repairs to and perform preventive maintenance on a wide variety of systems such as heating and ventilating and refrigeration equipment, to include components and controls; plumbing, to include drains, fixtures, piping, pumps, etc.; and electrical, to include components from load side of breaker through switches, motors, ballasts, receptacles, etc. **JOB REQUIREMENTS:** Operate various hand and power tools; utilize various types of instruments to diagnose equipment malfunctions; read and interpret drawings, sketches and blueprints; occasionally assist higher grade tradesman; knowledge equivalent to 1 to 3 years of applied trades training; plus 2 to 3 years of effective experience.

**NOTE: EMPLOYEE MUST BE ABLE TO WEAR A RESPIRATOR AND WILL BE SUBJECT TO MEDICAL CLEARANCE.**

**SHIFT:** 7:00 a.m. to 3:30 p.m. Monday and Friday  
7:00 a.m. to 7:30 p.m. Saturday and Sunday  
**DAYS OFF:** Tuesday, Wednesday and Thursday  
**LOCATION:** Area Services

<b>JOB TITLE - JOB NUMBER</b>	<b>GRADE</b>	<b>WORK UNIT</b>
Area Facilities Maintenance Mechanic (T-32631)	4	Office of Physical Plant

**BRIEF STATEMENT ABOUT THE JOB:**\* Service, maintain, make minor repairs to and perform preventive maintenance on a wide variety of systems such as heating and ventilating and refrigeration equipment, to include components and controls; plumbing, to include drains, fixtures, piping, pumps, etc.; and electrical, to include components from load side of breaker through switches, motors, ballasts, receptacles, etc. **JOB REQUIREMENTS:** Operate various hand and power tools; utilize various types of instruments to diagnose equipment malfunctions; read and interpret drawings, sketches and blueprints; occasionally assist higher grade tradesman; knowledge equivalent to 1 to 3 years of applied trades training; plus 2 to 3 years of effective experience.

**NOTE: EMPLOYEE MUST BE ABLE TO WEAR A RESPIRATOR AND WILL BE SUBJECT TO MEDICAL CLEARANCE.**

**SHIFT:** 7:00 a.m. to 3:30 p.m.  
**DAYS OFF:** Saturday and Sunday  
**LOCATION:** Area Services

**2 VACANCIES**

<b>JOB TITLE - JOB NUMBER</b>	<b>GRADE</b>	<b>WORK UNIT</b>
Maintenance Worker, Steam Traps (T-32632)	5	Office of Physical Plant

**BRIEF STATEMENT ABOUT THE JOB:**\* Install, maintain, repair, inspect and test steam trap in steam distribution system within buildings; perform preventive maintenance check on traps according to established procedures, maintaining inventory of repaired and test traps and making recommendations to supervisor for improvements to steam trapping system. Detect and report unusual conditions and/or defective materials to supervisor. Read and interpret drawings, make sketches for updating and correction of records; operate various types of hand and power tools; operate University vehicles as required. **JOB REQUIREMENTS:** Requires the use of shop mathematics, together with the use of complicated drawings, specifications, charts, tables, various types of precision measuring instruments; and 1 to 3 years of applied trades training; and training generally applicable to the particular trade; plus 1 to 3 years of effective experience.

**SHIFT:** 7:00 a.m. to 3:30 p.m.  
**DAYS OFF:** Saturday and Sunday  
**LOCATION:** Central Services

<b>JOB TITLE - JOB NUMBER</b>	<b>GRADE</b>	<b>WORK UNIT</b>
Utility Worker (T-32627)	9	Hospitality Services

**BRIEF STATEMENT ABOUT THE JOB:**\* Operate various types of scrubbing and shampooing equipment. Replace incandescent bulbs and fluorescent tubes and starters. Remove accumulated waste from building. Move and relocate furniture, equipment, etc. Shovel snow and chop ice on walks. **JOB REQUIREMENTS:** Requires the ability to read, write, add, subtract, and follow instructions; plus up to 3 months of effective experience.

**SHIFT:** Various  
**DAYS OFF:** Various

**LOCATION:** Penn Stater Conference Center Hotel

<b>JOB TITLE - JOB NUMBER</b>	<b>GRADE</b>	<b>WORK UNIT</b>
Banquet Attendant (T-32625)	11	Hospitality Services

**BRIEF STATEMENT ABOUT THE JOB:**\* Prepare set-ups for banquets and special dinners. Deliver and serve food items to guests` tables. Butler food and beverages by serving items while circulating among the guests. Insure serving lines and buffets are maintained at proper temperatures and freshness. Set up and restock buffet items. Clear guest tables, buffet tables and reception tables during and after events. Remove items to stand or kitchen as required. Set tables with appropriate utensils, condiments, linen, ornamentation, etc. Keep condiment containers cleaned and filled. Maintain side work areas in a clean and orderly fashion; keep stocked with appropriate items. Maintain dining area in a clean and orderly fashion; as required, dust and polish furniture and fixtures, dry and polish silverware, and perform cleaning chores. Insure that all plate ware, glassware, serving and dining utensils, chafing dishes, linens, etc. are properly cleaned prior to service and after event completion. **JOB REQUIREMENTS:** Requires reading, writing, adding, subtracting, carrying out of instructions, plus up to and including 3 months of effective experience.

**SHIFT:** Various  
**DAYS OFF:** Various

**LOCATION:** Nittany Lion Inn

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY PERSONS BECAUSE OF AGE AS DEFINED BY LAW, ANCESTRY, COLOR, DISABILITY OR HANDICAP, NATIONAL ORIGIN, RACE, RELIGIOUS CREED, SEXUAL ORIENTATION OR VETERAN STATUS.